

Office 365 – (O365)

OneDrive

Tutorial # 1

Overview

(Story board)

Introduction

The following is a story board of a tutorial depicting the steps and screen selections of the Office 365 - OneDrive application.

What is covered in 'OneDrive Overview / Selected Functions' tutorial is a high level review of:

- Selecting OneDrive from OWA 2013
- General Overview
- Home Screen Tabs
- Folder Review
- Document Action Tabs
- "...” function

As the tutorials are designed to be reviewed in a reasonable amount of time each one covers specific activities. Other commonly used capabilities will be the subjects of other tutorials.

Overview

Starting OneDrive from OWA

OneDrive – Starting OneDrive from OWA 2013

The screenshot shows the Outlook Web App (OWA) 2013 interface. The top navigation bar includes tabs for Outlook, Calendar, People, Newsfeed, OneDrive, Sites, and Tasks. The OneDrive tab is highlighted. A blue arrow points from the text 'When staff selects 'OneDrive' Tab' to the OneDrive tab. The main content area displays a message list for 'Frey, Jon S.' with folders like Inbox, Drafts, Sent Items, etc. A message is shown with the text 'There are no items to show in this view.' The bottom status bar shows the date '12/5/2014', the word 'DRAFT', and the time '11:44 AM 10/20/2014'.

Office 365 Outlook Calendar People Newsfeed **OneDrive** Sites Tasks

+ New mail

Search mail and people

INBOX CONVERSATIONS BY DATE

All Unread To me Flagged

Frey, Jon S.

Inbox

Drafts

Sent Items

Deleted Items 3

00 AA - JSF Items 261

00 Admin Items - General 221

00 FOLLOW-UP

00 Help Desk 28

00 HOT Items 8

00 Migration Issues / Feedback 35

00 Migration Operations 57

Additional Ideas 21

Administration 3

Communications 6

Completed Migrations

There are no items to show in this view.

When staff selects 'OneDrive' Tab

The OneDrive application will open

12/5/2014 DRAFT 11:44 AM 10/20/2014

One Drive – Overview – Home Screen

OneDrive – Home Screen View

Office 365 Outlook Calendar People Newsfeed OneDrive Sites Tasks

BROWSE FILES LIBRARY

search OneDrive

My Documents

Followed Documents

Shared with Me

Site Folders

Recycle Bin

Recent Documents

2003 screen shots 10-1...

O365 Web 10-14.docx

O365 Web sites (8-1-14...

XL Test 10-10-14.xlsx

Book.xlsx

SHOW MORE

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OneDrive @ Montgomery County Government

Documents

Welcome to OneDrive @ Montgomery County Government, the place to store, sync, and share your work. Documents are private until shared. [Learn more here.](#) [Dismiss](#)

+ new ↑ upload ↻ sync ✎ edit ✎ manage ↻ share

Find a file

✓	Name	Modified	Sharing	Modified By
	DLC Items	... July 23	🔒	☐ Frey, Jon S.
	New Folder 9-4-14	... September 04	🔒	☐ Frey, Jon S.
	O365 Migration Operations	... September 24	🔒	☐ Frey, Jon S.
	O365-Phase 2 Items	... September 04	👥	☐ Frey, Jon S.
	Sample Folder	... July 21	🔒	☐ Frey, Jon S.
	Shared with Everyone	... July 15	👥	☐ Frey, Jon S.
	2003 screen shots 10-15-14	... 5 days ago	🔒	☐ Frey, Jon S.
	Book	... October 10	🔒	☐ Frey, Jon S.
	Feature research (10-8-1'4).docx	... October 09	🔒	☐ Frey, Jon S.
	O365 Web 10-14	... 6 days ago	🔒	☐ Frey, Jon S.
	O365 Web sites (8-1-14)	... 6 days ago	🔒	☐ Frey, Jon S.

https://mcgov-my.sharepoint.com/_layouts/15/MySite.aspx?MySiteRedirect=AllDocuments

Start

12/5/2014

DRAFT

11:49 AM 10/20/2014

7

The OneDrive Home page defaults to the “My Documents” folder

OneDrive Home Page View

Note: When staff logs onto OneDrive for the first time there will be no files or folders displayed.

OneDrive – Home Screen – BROWSE Tab

OneDrive for Business

https://mcgov-my.sharepoint.com/personal/freyj_montgomerycountymd_gov/_layouts/15/start.aspx#/Documents/Forms/All.aspx?InitialTabId=Ribbon%2ERead&Visib

Office 365

Outlook Calendar People Newsfeed OneDrive Sites Tasks

BROWSE FILES LIBRARY

Welcome to your OneDrive for Business, the place to store, sync, and share your work. Documents are private until shared. [Learn more here.](#) Dismiss

+ new ↑ upload ↺ sync ✎ edit ⚙ manage ↻ share

Find a file

✓	Name	Modified	Sharing	Modified By
	Admin - Older Projects	... October 21	🔒	☐ Frey, Jon S.
	O365 Migration Operations	... September 24	🔒	☐ Frey, Jon S.
	O365-Phase 2 Items	... September 04	👥	☐ Frey, Jon S.
	Sample Folder	... July 21	🔒	☐ Frey, Jon S.
	Shared with Everyone	... July 15	👥	☐ Frey, Jon S.
	Tutorials(SB-Video)	... 5 days ago	🔒	☐ Frey, Jon S.
	Various Items 10-14	... October 21	🔒	☐ Frey, Jon S.
	Book	... 6 days ago	🔒	☐ Frey, Jon S.
✓	Book1	... 6 days ago	🔒	☐ Frey, Jon S.
	One Drive - Tutorial 1 - Overview Plus (10-27-14) ✱	... Yesterday at 12:01 PM	🔒	☐ Frey, Jon S.

BROWSE Tab

Drag files here to upload

The provides the general view of files and folders in OneDrive

Start | Internet Explorer | File Explorer | VLC | Google Chrome | Microsoft Word | OneDrive | Help | Firefox | PowerPoint

11:20 AM 10/28/2014

OneDrive – Home Screen – FILES Tab

OneDrive for Business

https://mcgov-my.sharepoint.com/personal/freyj_montgomerycountymd_gov/_layouts/15/start.aspx#/Documents/Forms/All.aspx?InitialTabId=Ribbon%2ERead&Visib

Office 365

Outlook Calendar People Newsfeed OneDrive Sites Tasks

BROWSE FILES LIBRARY

New Document Upload Document New Folder Edit Document Check Out Check In Discard Check Out View Properties Edit Properties Version History Shared With Delete Document Share Alert Me Follow Download a Copy Send To Manage Copies Go To Source Workflows Publish Unpublish Approve/Reject Cancel Approval Tags & Notes

Followed Site folders Recycle bin Recent Documents Book1.xlsx Book2.xlsx One Drive - Tutorial 1 - ... 2003 screen shots 10-1... O365 Web 10-14.docx SHOW MORE USE OFFICE ON DEMAND

Find a file

Name	Modified	Sharing	Modified By
Admin - Older Projects	October 21	...	Frey, Jon S.
O365 Migration Operations	September 24	...	Frey, Jon S.
O365-Phase 2 Items	September 04	...	Frey, Jon S.
Sample Folder	July 21	...	Frey, Jon S.
Shared with Everyone	July 15	...	Frey, Jon S.
Tutorials(SB-Video)	5 days ago	...	Frey, Jon S.
Various Items 10-14	October 21	...	Frey, Jon S.
Book	6 days ago	...	Frey, Jon S.
Book1	6 days ago	...	Frey, Jon S.
One Drive - Tutorial 1 - Overview Plus (10-27-14)	Yesterday at 12:01 PM	...	Frey, Jon S.

Selecting the FILES Tab

Opens a ribbon display with various options to help you view information, edit, manage, share, or download the file.

OneDrive – Home Screen LIBRARY Tab

The screenshot shows the OneDrive for Business interface. The top navigation bar includes Office 365, Outlook, Calendar, People, Newsfeed, OneDrive, Sites, and Tasks. The left sidebar shows 'BROWSE' with 'FILES' and 'LIBRARY' tabs. The 'LIBRARY' tab is selected, and the ribbon displays various actions like View, Quick Edit, Create View, Create Column, Navigate Up, Manage Views, Tags & Notes, Share & Track, Connect & Export, and Settings. The file list shows a table with columns: Name, Modified, Sharing, and Modified By. The file 'Book1' is selected.

Name	Modified	Sharing	Modified By
Admin - Older Projects	October 21	...	Frey, Jon S.
O365 Migration Operations	September 24	...	Frey, Jon S.
O365-Phase 2 Items	September 04	...	Frey, Jon S.
Sample Folder	July 21	...	Frey, Jon S.
Shared with Everyone	July 15	...	Frey, Jon S.
Tutorials(SB-Video)	5 days ago	...	Frey, Jon S.
Various Items 10-14	October 21	...	Frey, Jon S.
Book	6 days ago	...	Frey, Jon S.
Book1	6 days ago	...	Frey, Jon S.
One Drive - Tutorial 1 - Overview Plus (10-27-14)	Yesterday at 12:01 PM	...	Frey, Jon S.

Selecting the **LIBRARY** Tab

opens a ribbon display with various activities ways to view or distribute files



One Drive – Overview - Folders

OneDrive – Folder Area - ‘My Documents’

Office 365 Outlook Calendar People Newsfeed OneDrive Sites Tasks

BROWSE FILES LIBRARY

search OneDrive

My Documents

Followed Documents

Shared with Me

Site Folders

Recycle Bin

Recent Documents

2003 screen shots 10-1-14...

O365 Web 10-14.docx

O365 Web sites (8-1-14...

XL Test 10-10-14.xlsx

Book.xlsx

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OneDrive @ Montgomery County Government

Documents

Welcome to OneDrive @ Montgomery County Government, the place to store, sync, and share your work. Documents are private and shared. [Learn more about OneDrive](#)

+ new ↑ upload ↺ sync ✎ edit ⚙ manage ↻ share

Find a file

✓	Name	Modified	Sharing	Modified By
	DLC Items	... July 23	🔒	<input type="checkbox"/> Frey, Jon S.
	New Folder 9-4-14	... September 04	🔒	<input type="checkbox"/> Frey, Jon S.
	O365 Migration Operations	... September 24	🔒	<input type="checkbox"/> Frey, Jon S.
	O365-Phase 2 Items	... September 04	👥	<input type="checkbox"/> Frey, Jon S.
	Sample Folder	... July 21	🔒	<input type="checkbox"/> Frey, Jon S.
	Shared with Everyone	... July 15	👥	<input type="checkbox"/> Frey, Jon S.
	2003 screen shots 10-15-14	... 5 days ago	🔒	<input type="checkbox"/> Frey, Jon S.
	Book	... October 10	🔒	<input type="checkbox"/> Frey, Jon S.
	Feature research (10-8-14).docx	... October 09	🔒	<input type="checkbox"/> Frey, Jon S.
	O365 Web 10-14	... 6 days ago	🔒	<input type="checkbox"/> Frey, Jon S.
	O365 Web sites (8-1-14)	... 6 days ago	🔒	<input type="checkbox"/> Frey, Jon S.

https://mcgov-my.sharepoint.com/_layouts/15/MySite.aspx?MySiteRedirect=AllDocuments

Start Internet Explorer File Explorer Google Chrome Microsoft Word Microsoft PowerPoint

11:49 AM 10/20/2014

When the ‘My Documents’ folder is selected One Drive displays staff persons ‘personal folders and files’

With details regarding

- Name
- Last Modified
- Sharing status
- Who modified

Note: The OneDrive Home page defaults to the “My Documents” folder

OneDrive – Folder Area - ‘Followed Documents’

Docs I'm following

My Documents

Followed Documents

Shared with Me

Site Folders

Recycle Bin

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Documents being followed

When the **“Followed Documents”** folder is selected, **‘Doc’s I’m following’** and **suggested documents to follow** are displayed

DLC - iSupplier Price Change Tutorial (Final) 7-23-14
https://mcgov-my.sharepoint.com/personal/freyj_montgomerycountymd_gov/_layouts/15/start.aspx#/Social/FollowedContent.aspx
Stop following

Suggested documents to follow

One Drive Screenshots
[https://.../One Drive - Various functions \(9-4-14\).pptx](https://.../One Drive - Various functions (9-4-14).pptx)
Follow

Office 365 – Phase 2
[https://.../Office 365 – Phase 2\(9-3-2014\).pptx](https://.../Office 365 – Phase 2(9-3-2014).pptx)
Follow

Main Screen – One Drive
[https://.../One Drive Slides \(9-3-14\).pptx](https://.../One Drive Slides (9-3-14).pptx)
Follow

Word 2003
<https://.../Documents/2003 screen shots 10-15-14.ppt>
Follow

O365 Web sites
[https://.../Documents/O365 Web sites \(8-1-14jskyler\).docx](https://.../Documents/O365 Web sites (8-1-14jskyler).docx)
Follow

SHOW MORE

Suggestions for others that could be followed.

OneDrive – Folder Area - 'Shared with Me'

OneDrive for Business

https://mcgov-my.sharepoint.com/personal/freyj_montgomerycountymd_gov/_layouts/15/start.aspx#/Documents/Forms/SharedWithMe.aspx

Office 365 Outlook Calendar People Newsfeed OneDrive Sites Tasks

BROWSE

search OneDrive

My Documents

Followed Documents

Shared with Me

Site Folders

Recycle Bin

Recent Documents

2003 screen shots 10-1...

O365 Web 10-14.docx

O365 Web sites (8-1-14...

XL Test 10-10-14.xlsx

Book.xlsx

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OneDrive @ Montgomery County Government

Shared with Me

Name	Modified	Modified By
TOMGmeeting_9_23_2014_Email_Update	September 23	Tarquinio, Michael
LastLogon-140911CC	September 11	Klinger, Dieter

When the **'Shared with Me'** folder is selected, OneDrive displays various documents that are currently being shared with this staff person

https://mcgov-my.sharepoint.com/_layouts/15/MySite.aspx?MySiteRedirect=AllDocuments

Start | Internet Explorer | File Explorer | OneDrive | Google Chrome | Microsoft Word | PowerPoint | 11:51 AM 10/20/2014

OneDrive – Folder Area - ‘Site’

Site Folders

search OneDrive

Documents

Followed Documents


Shared with Me

Site Folders

Recycle Bin

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+ new

Name	Followed
 Blog	September 02

When the **‘Site Folders’** is selected OneDrive will display any SharePoint 2013 sites which the staff person has access to

12/5/2014

DRAFT

1:56 PM
10/20/2014

OneDrive – Folder Area - 'Recycle Bin'

When the 'Recycle Bin' folder selected, **OneDrive** allows staff to review deleted items and restore ones if needed.

Recycle Bin

Restore Selection | Delete Selection | Empty Recycle Bin

Type	Name	Original Location	Deleted By	Created By	Deleted↓	Size
Document	Document3.docx	/personal/freyj_montgomerycountymd_gov/Documents	Frey, Jon S.	Frey, Jon S.	10/10/2014 11:31 AM	37.9 KB
Document	Document2.docx	/personal/freyj_montgomerycountymd_gov/Documents	Frey, Jon S.	Frey, Jon S.	10/10/2014 11:30 AM	37.9 KB
Document	Document1.docx	/personal/freyj_montgomerycountymd_gov/Documents	Frey, Jon S.	Frey, Jon S.	10/10/2014 11:30 AM	37.9 KB
Document	Document.docx	/personal/freyj_montgomerycountymd_gov/Documents	Frey, Jon S.	Frey, Jon S.	10/10/2014 11:29 AM	45.8 KB
Excel	O365 Phase 2 - Tutorial Ideas(a) (8-29-14).xlsx	/personal/freyj_montgomerycountymd_gov/Documents/O365-Phase 2 Items	Frey, Jon S.	Frey, Jon S.	9/4/2014 12:47 PM	17.8 KB
Excel	O365 Phase 2 - Tutorial Ideas(b) (8-29-14).xlsx	/personal/freyj_montgomerycountymd_gov/Documents/O365-Phase 2 Items	Frey, Jon S.	Frey, Jon S.	9/4/2014 12:47 PM	17.8 KB
Excel	Excel Test 9-4-14.xlsx	/personal/freyj_montgomerycountymd_gov/Documents/O365-Phase 2 Items	Frey, Jon S.	Frey, Jon S.	9/4/2014 12:47 PM	28.7 KB
PowerPoint	PP test 9-4-14.pptx	/personal/freyj_montgomerycountymd_gov/Documents/O365-Phase 2 Items	Frey, Jon S.	Frey, Jon S.	9/4/2014 12:47 PM	76.6 KB
Document	Test Doc 9-4-14 (TEST).docx	/personal/freyj_montgomerycountymd_gov/Documents/O365-Phase 2 Items	Frey, Jon S.	Frey, Jon S.	9/4/2014 12:47 PM	38 KB
Document	Document.docx	/personal/freyj_montgomerycountymd_gov/Documents/Shared with Everyone	Frey, Jon S.	Frey, Jon S.	9/4/2014 11:38 AM	38 KB

Note: If left in the recycle bin Office 365 will retain them for 30 days.

OneDrive – Folder Area – ‘Recent Documents’

OneDrive for Business

https://mcgov-my.sharepoint.com/personal/freyj_montgomerycountymd_gov/_layouts/15/start.aspx#/Documents/Forms/All.aspx

Office 365

Outlook Calendar People Newsfeed OneDrive Sites Tasks

BROWSE FILES LIBRARY

search OneDrive

My Documents

Followed Documents

Shared with Me

Site Folders

Recycle Bin

Recent Documents

2003 screen shots 10-1...

O365 Web 10-14.docx

O365 Web sites (8-1-14...

XL Test 10-10-14.xlsx

Book.xlsx

SHOW MORE

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OneDrive @ Montgomery County Government

Documents

+ new ↑ upload ↻ sync ✎ edit ⚙ manage ↻ share

Find a file

✓	Name	Modified	Sharing	Modified By
	DLC Items	July 23	🔒	☐ Frey, Jon S.
	New Folder 9-4-14	September 04	🔒	☐ Frey, Jon S.
	O365 Migration Operations	September 24	🔒	☐ Frey, Jon S.
	O365-Phase 2 Items	September 04	👥	☐ Frey, Jon S.
	Sample Folder	July 21	🔒	☐ Frey, Jon S.
	Shared with Everyone	July 15	👥	☐ Frey, Jon S.
	2003 screen shots 10-15-14	5 days ago	🔒	☐ Frey, Jon S.
	Book	October 10	🔒	☐ Frey, Jon S.
	Feature research (10-8-1'4)docx	October 09	🔒	☐ Frey, Jon S.
	O365 Web 10-14	6 days ago	🔒	☐ Frey, Jon S.
	O365 Web sites (8-1-14a)	6 days ago	🔒	☐ Frey, Jon S.
	O365 Web sites (8-1-14jskyler)	6 days ago	🔒	☐ Frey, Jon S.
	OWA-4-R2-CC-7-8-14 (Local)	October 10	🔒	☐ Frey, Jon S.

Recent Documents

This will show the last five files that have been accessed

One Drive – Document Action Tabs

OneDrive – Document Action Tabs - Overview

The screenshot shows the OneDrive for Business interface in a web browser. The top navigation bar includes links to Outlook, Calendar, People, Newsfeed, OneDrive, Sites, and Tasks. The left sidebar shows navigation options like BROWSE, FILES, and LIBRARY. The main content area displays a document list with columns for Name, Modified, Sharing, and Modified By. Action tabs are highlighted with blue boxes and arrows pointing to descriptive text on the right.

Tabs Always Available

- 'new' Tab**: Allows creation of new documents and folders
- 'upload' Tab**: Allows uploading documents
- 'sync' Tab**: Synchronizes documents and folders

Tabs Only Available if file selected

- 'edit' Tab**: Allows staff to edit documents
- 'manage' Tab**: Enables staff to manage documents and folders
- 'share' Tab**: Allows sharing of documents and folders

OneDrive – Document Action Tabs – ‘new’

The screenshot shows the OneDrive web interface. On the left, there's a sidebar with 'My Documents' and 'Recent Documents'. The main area shows a list of files and folders. A 'new' button is highlighted, and a dropdown menu is open showing options: 'Word document', 'Excel workbook', 'PowerPoint presentation', 'OneNote notebook', 'Excel survey', and 'New folder'. Arrows point from these options to the text 'Select 'new'' and the bullet points.

Select 'new'

OneDrive presents staff with a screen of options to:

- Open online applications or
- Create new folder

OneDrive – Document Action Tabs – ‘upload’ select

The screenshot shows the OneDrive web interface for Montgomery County Government. The top navigation bar includes links to Outlook, Calendar, People, Newsfeed, OneDrive, Sites, and Tasks. The left sidebar shows 'My Documents' with a list of recent documents. The main area displays the 'Documents' library with a table of files and folders. The 'upload' tab is highlighted with a blue arrow pointing to it from a text box.

Office 365

Outlook Calendar People Newsfeed OneDrive Sites Tasks

BROWSE FILES LIBRARY

search OneDrive

OneDrive @ Montgomery County Government

Documents

+ new ↑ upload ↻ sync ✎ edit ⚙ manage ↻ share

Find a file

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	Book	October 10	🔒	☐ Frey, Jon S.
	Feature research (10-8-1'4)docx	October 09	🔒	☐ Frey, Jon S.
	O365 Web 10-14	6 days ago	🔒	☐ Frey, Jon S.
	O365 Web sites (8-1-14a)	6 days ago	🔒	☐ Frey, Jon S.
	O365 Web sites (8-1-14jskyler)	6 days ago	🔒	☐ Frey, Jon S.
	OWA-4-R2-CC-7-8-14 (Local)	October 10	🔒	☐ Frey, Jon S.

When staff selects the **upload** tab it opens the upload window (see next slide)

Start e Internet Explorer File Explorer Google Chrome Microsoft Word Microsoft Excel Microsoft PowerPoint

2:13 PM 10/20/2014

OneDrive – Document Action Tabs – ‘upload’ (Choose file)

The screenshot displays a Windows 7 desktop environment. On the left, a 'File Explorer' window is open, showing the 'Desktop' location. The left sidebar lists 'Favorites' (Desktop, Downloads, Recent Places) and 'Libraries' (Documents, Music, Pictures, Videos). The main pane shows 'Libraries' and 'Network' system folders. A tooltip reads: 'Access the computers and devices that are on your network.' The bottom of the window shows the 'File name' field and 'All Files' filter. The 'Open' button is highlighted with a blue arrow.

On the right, a web browser window shows the OneDrive interface. The address bar displays 'layouts/15/start.aspx#/Documents/Forms/All.aspx'. The top navigation bar includes 'Outlook', 'Calendar', 'People', 'Newsfeed', 'OneDrive', 'Sites', and 'Tasks'. The main content area shows a list of files, with the 'Open' button highlighted by a blue arrow.

This screen enables the staff to locate and select files for uploading

Once staff to locates and select files for uploading they select the **Open** button to trigger the upload process

OneDrive – Document Action Tabs – ‘sync’ - select

OneDrive for Business

https://mcgov-my.sharepoint.com/personal/freyj_montgomerycountymd_gov/_layouts/15/start.aspx#/Documents/Forms/All.aspx

Office 365

Outlook Calendar People Newsfeed OneDrive Sites Tasks

BROWSE FILES LIBRARY

search OneDrive

My Documents

Followed Documents

Shared with Me

Site Folders

Recycle Bin

Recent Documents

2003 screen shots 10-1...

O365 Web 10-14.docx

O365 Web sites (8-1-14...

XL Test 10-10-14.xlsx

Book.xlsx

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OneDrive @ Montgomery County Government

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+ new ↑ upload ↻ sync ✎ edit ⚙ manage ↻ share

Find a file

✓	Name	Modified	Sharing	Modified By
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	O365-Phase 2 Items	... September 04	👥	☐ Frey, Jon S.
	Sample Folder	... July 21	🔒	☐ Frey, Jon S.
	Shared with Everyone	... July 15	👥	☐ Frey, Jon S.
	2003 screen shots 10-15-14	... 5 days ago	🔒	☐ Frey, Jon S.
	Book	... October 10	🔒	☐ Frey, Jon S.
	Feature research (10-8-1'4)docx	... October 09	🔒	☐ Frey, Jon S.
	O365 Web 10-14	... 6 days ago	🔒	☐ Frey, Jon S.
	O365 Web sites (8-1-14a)	... 6 days ago	🔒	☐ Frey, Jon S.
	O365 Web sites (8-1-14jskyler)	... 6 days ago	🔒	☐ Frey, Jon S.
	OWA-4-R2-CC-7-8-14 (Local)	... October 10	🔒	☐ Frey, Jon S.

When staff selects ‘sync’ OneDrive will take them to the sync request screen (see next slide)

NOTE: These feature will not be activated as the desktop application involved is not going to be deployed.

OneDrive – Document Action Tabs - Sync Screen

The screenshot shows the OneDrive web interface for a user at Montgomery County Government. The main area displays a document library with columns for Name, Date modified, and Owner. A callout box is overlaid on the 'Sync now' button, which is highlighted with a blue arrow. The callout box contains the text: 'Sync this library to your device for easy access.', a 'Sync now' button, and a link: 'Get the OneDrive for Business app that's right for me'.

Office 365

Outlook Calendar People Newsfeed OneDrive Sites Tasks

BROWSE FILES LIBRARY

search OneDrive

My Documents

Followed Documents

Shared with Me

Site Folders

Recycle Bin

Recent Documents

2003 screen shots 10-1...

O365 Web 10-14.docx

O365 Web sites (8-1-14...

XL Test 10-10-14.xlsx

Book.xlsx

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OneDrive @ Montgomery County Government

Documents

+ new ↑ upload ↻ sync ✎ edit ⚙ manage ↻ share

Find a file

✓ Name

DLC Items

New Folder 9-4-14

O365 Migration Operations

O365-Phase 2 Items

Sample Folder

Shared with Everyone

July 15

2003 screen shots 10-15-14

Book

Feature research (10-8-1'4).docx

O365 Web 10-14

O365 Web sites (8-1-14a)

O365 Web sites (8-1-14jskyler)

October 10

5 days ago

October 10

October 09

6 days ago

6 days ago

6 days ago

October 10

Frey, Jon S.

Frey, Jon S.

Frey, Jon S.

Frey, Jon S.

Frey, Jon S.

Frey, Jon S.

Frey, Jon S.

Sync now

Get the OneDrive for Business app that's right for me

https://mcmgov-my.sharepoint.com/personal/freyj_montgomerycountymd_gov/Documents/Forms/All.aspx#

Start

2:22 PM 10/20/2014

This tab provides staff with the ability to trigger synchronization.

NOTE: These feature will not be activated as the desktop application involved is not going to be deployed.

Document Action Tabs

(Available when item is selected)

OneDrive – Document Action Tabs – Select File

OneDrive for Business

https://mcgov-my.sharepoint.com/personal/freyj_montgomerycountymd_gov/Documents/Forms/All.aspx

Office 365

Outlook Calendar People Newsfeed OneDrive Sites Tasks

BROWSE FILES LIBRARY

search OneDrive

Documents

Shared with me

Followed

Site folders

Recycle bin

Recent Documents

Book.xlsx

One Drive - Tutorial 1 - ...

Book1.xlsx

2003 screen shots 10-1...

O365 Web 10-14.docx

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OneDrive @ Montgomery County Government

Documents

Welcome to OneDrive @ Montgomery County Government, the place to store, sync, and share your work. Documents are private until shared. [Learn more here.](#) [Dismiss](#)

+ new ↑ upload ↻ sync ✎ edit ⚙ manage ↻ share

Find a file

✓	Name	Modified	Sharing	Modified By
	Admin - Older Projects	... October 21	🔒	<input type="checkbox"/> Frey, Jon S.
	O365 Migration Operations	... September 24	🔒	<input type="checkbox"/> Frey, Jon S.
	O365-Phase 2 Items	... September 04	👥	<input type="checkbox"/> Frey, Jon S.
	Sample Folder	... July 21	🔒	<input type="checkbox"/> Frey, Jon S.
	Shared with Everyone	... July 15	👥	<input type="checkbox"/> Frey, Jon S.
	Tutorials(SB-Video)	... 5 days ago	🔒	<input type="checkbox"/> Frey, Jon S.
	Various Items 10-14	... October 21	🔒	<input type="checkbox"/> Frey, Jon S.
	Book	... 6 days ago	🔒	<input type="checkbox"/> Frey, Jon S.
	Book1	... 6 days ago	🔒	<input type="checkbox"/> Frey, Jon S.
	One Drive - Tutorial 1 - Overview Plus (10-27-14) ✱	... Yesterday at 12:01 PM	🔒	<input type="checkbox"/> Frey, Jon S.

Drag files here to upload

To select a file staff goes to the beginning of the line where the file name is and clicks the select box

OneDrive – Document Action Tabs – File Selected

OneDrive for Business

https://mcgov-my.sharepoint.com/personal/freyj_montgomerycountymd_gov/Documents/Forms/All.aspx

Office 365 Outlook Calendar People Newsfeed OneDrive Sites Tasks

BROWSE FILES LIBRARY

search OneDrive

Documents

Shared with me

Followed

Site folders

Recycle bin

Recent Documents

Book.xlsx

One Drive - Tutorial 1 - ...

Book1.xlsx

2003 screen shots 10-1...

O365 Web 10-14.docx

SHOW MORE

USE OFFICE ON DEMAND

OneDrive @ Montgomery County Government

Documents

Welcome to OneDrive @ Montgomery County Government, the place to store, sync, and share your work. Documents are private until shared. [Learn more here.](#) [Dismiss](#)

new upload sync edit manage share

Find a file

✓	Name	Modified	Sharing	Modified By
	Admin - Older Projects	... October 21	...	<input type="checkbox"/> Frey, Jon S.
	O365 Migration Operations	... September 24	...	<input type="checkbox"/> Frey, Jon S.
	O365-Phase 2 Items	... September 04	...	<input type="checkbox"/> Frey, Jon S.
	Sample Folder	... July 21	...	<input type="checkbox"/> Frey, Jon S.
	Shared with Everyone	... July 15	...	<input type="checkbox"/> Frey, Jon S.
	Tutorials(SB-Video)	... 5 days ago	...	<input type="checkbox"/> Frey, Jon S.
	Various Items 10-14	... October 21	...	<input type="checkbox"/> Frey, Jon S.
✓	Book	... 6 days ago	...	<input type="checkbox"/> Frey, Jon S.
	Book1	... 6 days ago	...	<input type="checkbox"/> Frey, Jon S.
	One Drive - Tutorial 1 - Overview Plus (10-27-14) *	... Yesterday at 12:01 PM	...	<input type="checkbox"/> Frey, Jon S.

Drag files here to upload

Start e Internet Explorer File Explorer Google Chrome OneDrive Help Firefox PowerPoint

8:42 AM 10/28/2014

OneDrive – Document Action Tabs – ‘Edit Tab

The screenshot shows the OneDrive for Business interface in a web browser. The address bar shows the URL: https://mcgov-my.sharepoint.com/personal/freyj_montgomerycountymd_gov/Documents/Forms/All.aspx. The Office 365 navigation bar includes links to Outlook, Calendar, People, Newsfeed, OneDrive, Sites, and Tasks. The left sidebar shows the 'Documents' library. The main content area displays a list of documents. The 'edit' tab in the action bar is highlighted, and an arrow points from a text box to it.

Office 365

Outlook Calendar People Newsfeed OneDrive Sites Tasks

BROWSE FILES LIBRARY

search OneDrive

Documents

Shared with me

Followed

Site folders

Recycle bin

Recent Documents

Book.xlsx

One Drive - Tutorial 1 - ...

Book1.xlsx

2003 screen shots 10-1...

O365 Web 10-14.docx

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OneDrive @ Montgomery County Government

Documents

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new upload sync edit manage share

Find a file

✓	Name	Modified	Sharing	Modified By
	Admin - Older Projects	... October 21	...	Frej, Jon S.
	O365 Migration Operations	... September 24	...	Frej, Jon S.
	O365-Phase 2 Items	... September 04	...	Frej, Jon S.
	Sample Folder	... July 21	...	Frej, Jon S.
	Shared with Everyone	... July 15	...	Frej, Jon S.
	Tutorials(SB-Video)	... 5 days ago	...	Frej, Jon S.
	Various Items 10-14	... October 21	...	Frej, Jon S.
✓	Book	... 6 days ago	...	Frej, Jon S.
	Book1	... 6 days ago	...	Frej, Jon S.
	One Drive - Tutorial 1 - Overview Plus (10-27-14) ✱	... Yesterday at 12:01 PM	...	Frej, Jon S.

Drag files here to upload

Start

8:42 AM 10/28/2014

Once the staff selects the 'edit' tab the selected file will begin the process of going into edit mode.

OneDrive – Document Action Tabs – ‘Edit’ Tab - Processing

Office 365 Outlook Calendar People Newsfeed OneDrive Sites Tasks

BROWSE FILES LIBRARY

search OneDrive

Documents

Shared with me

Followed

Site folders

Recycle bin

Recent Documents

Book1.xlsx

Book.xlsx

One Drive - Tutorial 1 - ...

2003 screen shots 10-1...

O365 Web 10-14.docx

SHOW MORE

USE OFFICE ON DEMAND

OneDrive @ Montgomery County Government

Documents

Welcome to OneDrive @ Montgomery County Government, the place to store, sync, and share your work. Documents are private until shared. [Learn more here.](#) [Dismiss](#)

+ new ↑ upload ↻ sync

Find a file

✓ Name

Admin - Older Projects

O365 Migration Operations

O365-Phase 2 Items

Sample Folder

Shared with Everyone

Tutorials(SB-Video)

Various Items 10-14

Book

Book1

One Drive - Tutorial 1 - Overview Plus (10-27-14) ✱

... July 21

... July 15

... 5 days ago

... October 21

... 6 days ago

... 6 days ago

... Yesterday at 12:01 PM

... Frey, Jon S.

... Frey, Jon S.

... Frey, Jon S.

... Frey, Jon S.

... Frey, Jon S.

... Frey, Jon S.

Open Document

Some files can harm your computer. If the file information below looks suspicious, or you do not fully trust the source, do not open the file.

File Name: Book1.xlsx

From: mcgov-my.sharepoint.com

OK Cancel

Drag files here to upload

Start

9:27 AM 10/28/2014

Staff may be challenged to validate of the file and they can either acknowledge it and move into editing or reject it and the edit process will be canceled

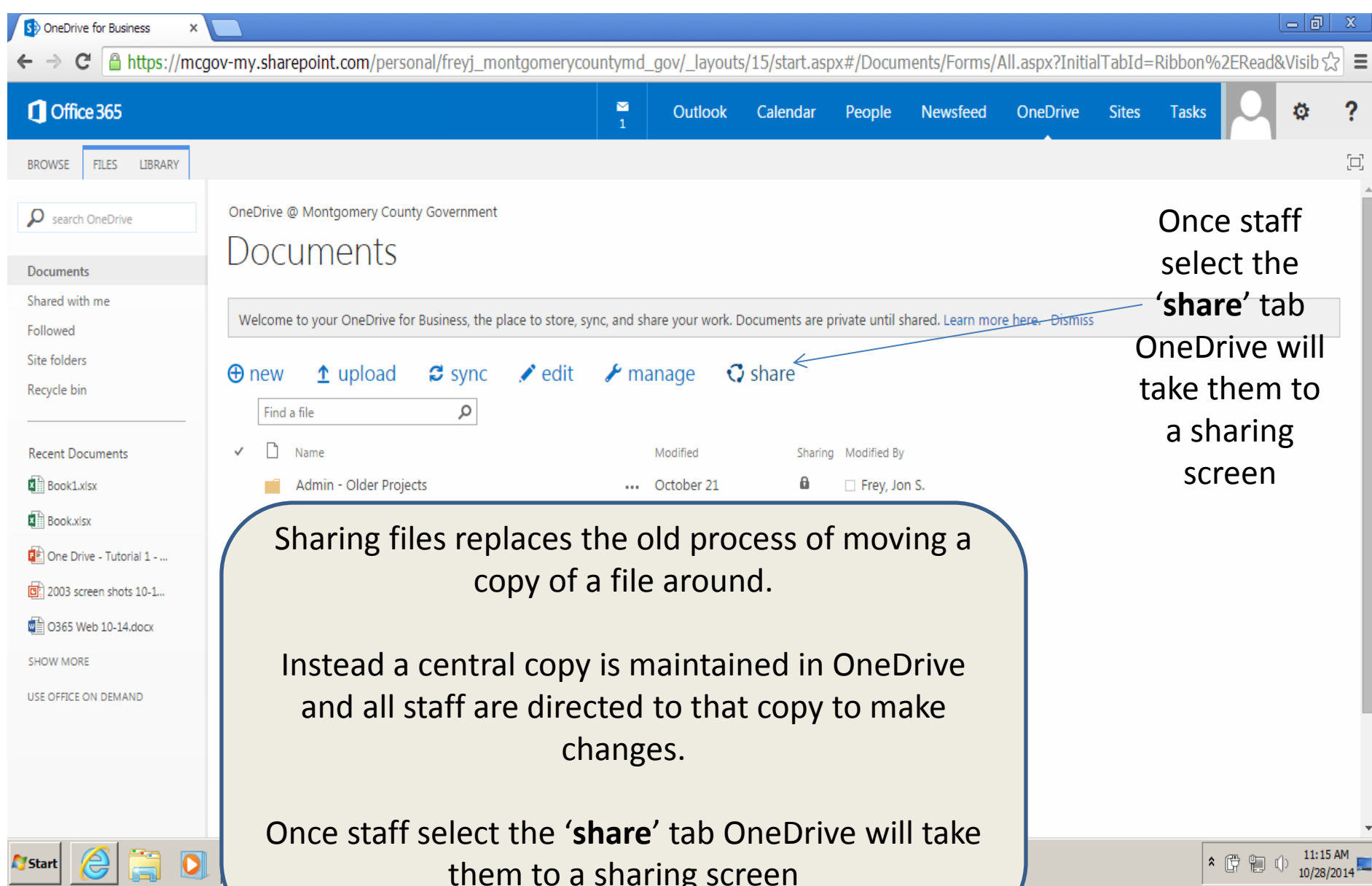
OneDrive – Document Action Tabs – ‘Manage’ Tab

The screenshot shows the OneDrive web interface for a user named 'freyj_montgomerycountymd_gov'. The 'manage' tab is selected, displaying a context menu with the following options: View Properties, Edit Properties, View in Browser, Edit in Browser, Check Out, Version History, Workflows, Download a Copy, Follow, Shared With, and Delete. The document 'Book1' is selected in the file list. The interface includes a top navigation bar with Office 365 apps (Outlook, Calendar, People, Newsfeed, OneDrive, Sites, Tasks) and a left sidebar with navigation options (BROWSE, FILES, LIBRARY) and a search bar. A welcome message at the top of the document area reads: 'Welcome to OneDrive @ Montgomery County Government, the place to store, sync, and share your work. Documents are private until shared. [Learn more here](#). [Dismiss](#)'.

When staff selects the **‘manage’** tab

OneDrive will display a list of options which the staff can choose to manage the file or folder.

OneDrive – Document Action Tabs – ‘Share’ - select



The screenshot shows the OneDrive for Business web interface. The top navigation bar includes links to Outlook, Calendar, People, Newsfeed, OneDrive, Sites, and Tasks. The left sidebar shows the 'Documents' section with a search bar and a list of recent documents. The main content area displays the 'Documents' page for 'Montgomery County Government'. A blue arrow points to the 'share' tab in the document action bar, which is highlighted. A text box on the right explains that selecting the 'share' tab leads to a sharing screen. A large text box in the center explains that sharing files replaces the old process of moving a copy of a file around, and that a central copy is maintained in OneDrive for all staff to make changes. A bottom text box states that selecting the 'share' tab will take users to a sharing screen.

Office 365

1 Outlook Calendar People Newsfeed OneDrive Sites Tasks

BROWSE FILES LIBRARY

search OneDrive

Documents

Shared with me

Followed

Site folders

Recycle bin

Recent Documents

Book1.xlsx

Book.xlsx

One Drive - Tutorial 1 - ...

2003 screen shots 10-1...

O365 Web 10-14.docx

SHOW MORE

USE OFFICE ON DEMAND

OneDrive @ Montgomery County Government

Documents

Welcome to your OneDrive for Business, the place to store, sync, and share your work. Documents are private until shared. [Learn more here.](#) [Dismiss](#)

new upload sync edit manage share

Find a file

✓	Name	Modified	Sharing	Modified By
	Admin - Older Projects	October 21	🔒	☐ Frey, Jon S.

Once staff select the **'share'** tab OneDrive will take them to a sharing screen

Sharing files replaces the old process of moving a copy of a file around.

Instead a central copy is maintained in OneDrive and all staff are directed to that copy to make changes.

Once staff select the **'share'** tab OneDrive will take them to a sharing screen

OneDrive – Document Action Tabs – ‘Share’ (continued)

The screenshot displays the OneDrive for Business web interface. The top navigation bar includes the Office 365 logo and links to Outlook, Calendar, People, Newsfeed, OneDrive, Sites, and Tasks. The left sidebar shows the 'FILES' tab selected, with a search bar and a list of documents. The main content area shows a document named 'Book1' selected. A 'Share' dialog box is open, titled 'Share 'Book1''. The dialog has a lock icon and the text 'Only shared with you'. It contains three tabs: 'Invite people', 'Get a link', and 'Shared with'. The 'Invite people' tab is active, showing a text input field for 'Enter names, email addresses, or 'Everyone'', a dropdown menu for 'Can edit', and a text area for 'Include a personal message with this invitation (Optional)'. There is a checkbox for 'Require sign-in' and a 'SHOW OPTIONS' link. At the bottom of the dialog are 'Share' and 'Cancel' buttons. Blue arrows point from the text annotations to the 'Can edit' dropdown, the 'Share' button, and the 'Require sign-in' checkbox.

Staff are prompted for those who will be invited to share this file or folder

Role such as 'can edit'

Once complete they choose 'save' to complete the sharing process

OneDrive – ‘...’ menus

OneDrive – ‘...’ Menus - Menu (1) – Select

The screenshot shows the OneDrive for Business web interface. The top navigation bar includes links to Outlook, Calendar, People, OneDrive, and Tasks. The main content area displays a file list under the 'FILES' tab. A file named 'Book1' is selected, and its preview panel is open on the right. The preview panel shows a spreadsheet titled 'Book1.xlsx' with a single sheet named 'Sheet1'. Below the spreadsheet, there is a section for sharing and permissions, including a link to the document and a list of users with their roles.

Then they select the 1st ‘...’

It brings up a preview panel and another ‘...’ function

First staff selects file

Drag files here to upload

Name	...
Admin - Older Projects	...
O365 Migration Operations	...
O365-Phase 2 Items	...
Sample Folder	...
Shared with Everyone	...
Tutorials(SB-Video)	...
Various Items 10-14	...
Book1	...
Document	...
Document1	...
JSF Test Document 10-31-14	...
O365 - Tutorial 1 Storyboard - Word On-Line Overview (Draft) (11-3-14)	...
O365 - Tutotiral 1 - Storyboard - Lync 2013 - Overview - Plus 11-12-14	...
Office 365-OWA-2013-Tutorial-1-Other Tabs-(Draft)-(11-5-14)	...
Office 365-Phase 2 ideas (10-24-2014)	...
OWA Adds	...

Book1.xlsx

Sheet1

Changed by you on 10/22/2014 10:47 AM

Only shared with you

https://mcgov-my.sharepoint.com/personal/freyj_montgome

EDIT SHARE POST ...

October 27 Frey, Jon S.

November 06 Frey, Jon S.

OneDrive – ‘...’ Menus - Menu (2) – Select

The screenshot shows the OneDrive for Business web interface. The top navigation bar includes 'Office 365' and links to 'Outlook', 'Calendar', 'People', 'Newsfeed', 'OneDrive', 'Sites', and 'Tasks'. The left sidebar shows 'BROWSE' and 'LIBRARY' tabs, with 'LIBRARY' selected. The main area displays a list of files and folders. The file 'Book1' is selected, and its context menu is open. The menu options are:

- View Properties
- Edit Properties
- View in Browser
- Edit in Browser
- Check Out
- Version History
- Workflows
- Download a Copy
- Follow
- Shared With
- Delete

A text box on the right side of the image states: "Selecting the '...' function triggers this display of additional functions".

OneDrive #1 Overview – END